

DVO, D/AAB, and DWG Guiding Principles (March 29, 2004)

In an effort to establish a consistent message and to reinforce the Diversity Office's (DVO) personal commitment to the Laboratory's Vision, Mission, Core Values, and Strategic Goals, the Diversity Office has developed the guiding principles below along with a list of behaviors to aide the DVO, Diversity/Affirmative Action Board (D/AAB) and Diversity Working Groups (DWGs) in applying them consistently with the new Code of Ethics and our fiduciary responsibility.

Diversity Office, D/AAB and Diversity Working Groups' Guiding Principles:	
1. People first (helping and supporting each other)	8. Do our part to help increase morale
2. Teamwork	9. Celebrate
3. Creative, efficient & productive	10. Change leadership (80/20 vs. perfection)
4. Excellence (set internal standards)	11. Celebrate Each Other (team)
5. Deliver on objectives, goals & commitments in a quality manner (return on investment)	12. Model appropriate behaviors (walk our talk) on safety, security, diversity, ethics, and positive people treatment.
6. Customer focused (internal/external)	13. Stewardship (fiduciary responsibility)
7. Take courageous risk	14. Portfolio Management (manage our work effectively & efficiently)

Guidelines for D/AAB and DWG Membership Selection

In an effort to increase the efficiency and effectiveness of the recruiting process for the D/AAB and DWG membership, the following guidelines should be followed.

Please note that all employees participating as D/AAB or DWG members must have an active membership application with management approval on file in the Diversity Office. If a member's manager, group, or division changes, he/she must fill out a new application form with the new manager's approval.

1. Membership drives for the D/AAB and all DWGs shall occur at the same time each year.
 - a. A committee may be formed consisting of a member from the D/AAB and each DWG to plan events at this time.
 - b. Websites and other advertisement/marketing strategies could be used to enhance the events.
2. Membership drives will begin on August 1st of each year.
3. The drive will begin with an all employee memo from the Director, followed by a news bulletin article through the Diversity Office.
4. At least 3 weeks will be given for applications to be submitted to the Diversity Office.
5. A representative from the DVO (the working group liaison) will sort and review the applications. Only fully completed applications will be accepted; the others will be returned with notation as to why they weren't accepted. If acceptable, the DVO representative will then make a copy for his file and send the original to the DVO Director for approval. Only after having received DVO Director Approval will he forward the originals on to the D/AAB and DWG Chairs.

DVO, D/AAB, and DWG Guiding Principles (March 29, 2004)

6. After the D/AAB and DWG make their selections they should advise the DVO as to the make up of the Board or group.
7. The D/AAB or DWG Chair should give immediate notification of acceptance or non-acceptance to each applicant.
8. All new members should be inducted to their new groups at the next DWG meeting for which they were selected.
9. All applications that were disapproved by supervisor will be reviewed by the DVO
10. The annual membership drives, including all of the above steps, shall be completed no later than September 15.

Guidelines for D/AAB and DWG Spending

Fiduciary awareness and compliance is everyone's responsibility. However, in view of the fact that the DVO disburses the operational and morale funds to the D/AAB and DWGs, fiduciary responsibility ultimately belongs to the DVO. Therefore, the DVO has requested that the DVO's Budget Analyst attend the D/AAB-DWG Chairs monthly meeting to present each Chair with a monthly statement of expenditures and to address any issues that might arise. In addition, the following guidelines should be used when considering allocating or spending budgets.

1. No spending shall be done without prior written approval from the DVO Director (especially when making food purchases). What is the process for getting "prior written approval"? How long will it take to get approval?
2. The Spending Request Form (attached) should be filled out, and sent to the DVO Director and the DVO Working Group Liaison for approval prior to spending funds. Enough lead-time (at least 2 weeks) should be given so inquires on allowable/unallowable spending can be addressed by CFO-1 (Stevie Segura).
For more information on morale funds and allowability of costs, go to <http://businternal.lanl.gov/cfo1/UnallowableCosts/default.htm>
3. The D/AAB and the DWGs primary P.O.C. in DVO, for spending issues and requests, is the DVO/Diversity Working Group Liaison.
4. The D/AAB and DWGs shall not exceed their allocated budget (as a reminder, there are many in house taxes that apply to purchases that could make your Working Group over run your budget).
5. Purchases should be made through the DVO cost center so that you are not charged space tax and other support taxes.

Definitions:

- Budget: Yearly organizational planning number. The total sum of money allocated to a program for the current fiscal year.
- Allocations: Permission to spend a specified amount of money on a specified project or for specified expenses.

DVO, D/AAB, and DWG Guiding Principles (March 29, 2004)

- Cost/expense: An amount of money paid for a purchase or service.
- Costed: The point at which the Working Group's costs/expenses are entered against the Working Group's account.
- Spending: To pay out or expend money.

Guidelines for Acquiring Speakers

Purpose of Visit

Preliminary Work: Official Visitor - Consultant

Purpose of Visit (type of event):

- a) Working Group - Heritage Month Events
- b) Diversity Training
- c) Director's Colloquium, etc.

Key principles for the entire budget allocation:

- DVO will require one cohesive and approved diversity event calendar from the entire Chairs and treasurer/finance reps.
- These items will need to be identified in the event:
 - Event name/request (which target group(s) will this address)
 - Guest speaker
 - Outcome of event linked to diversity education around a diversity issue or topic
 - Some link to the DVO curricula: "Something to think about."
 - Overall impact on LANL's workforce
 - Total cost of the event
 - Time frame
 - Proposed day-of-visit
 - Some link to LANL's Mission/Vision/Core Guiding Principles
- All of the events will have to address the variety of diversity dimensions that we have at LANL to include visible and invisible elements of diversity.
- All of the events will have to be available to all employees. You may need to request to have the fence pulled back for presentations in the Main Auditorium (S-5 approval is required).
- Given the small budget to do this, think of people inside the lab who might be able to accomplish the same objective at a minimal cost and/or think of working together to create win/win/win events and presenters.
- While the budget can be allocated to a specific cultural event, it will no longer be allocated to a specific DWG or Diversity Council
- Submit request/proposal to DVO for approval

DVO, D/AAB, and DWG Guiding Principles (March 29, 2004)

HEERA Issues/Things to Remember

Permissible conduct by employee advisory groups

Employee advisory groups may generate ideas through brainstorming, information sharing, surveys of employees or other means to provide Laboratory management with a range of ideas regarding employee preferences. Employee advisory groups may discuss with Laboratory management the ideas the employee advisory groups have presented and provide feedback to Laboratory management concerning ideas Laboratory management has presented. Employee advisory groups may also serve as a mechanism by which the Laboratory communicates information to its employees or by which selected employees become a resource to answer questions regarding existing policies or programs or ideas Laboratory management has presented.

For additional information refer to URL:

http://int.lanl.gov/memos/MasterManagement/MM1171_ADS1292.PDF

What the Diversity Office Can Do for You

Please review attached Organizational Chart

Lab Policy for Non lab visitors and Family members, attendance of lab functions.

According to AM 616.21 through AM 616.25, the section on non-official visitors to the laboratory any outside person can attend an event. The requirement is that authority be granted by the group level manager of the hosting organization and a group level manager of the facility where the event is being held.

Exceptions:

* Visits that are limited to the public areas of the Otowi Building, the J. Robert Oppenheimer Study Center, the Bradbury Science Museum, the Physics Auditorium, the HRL Auditorium, or the Medical Library do not require these approvals.

* All minors under age 15 must be accompanied by an adult while in the areas listed above.

DVO, D/AAB, and DWG Guiding Principles (March 29, 2004)

Diversity Office Mission	D/AAB and DWG Mission:
We enable performance excellence by developing and implementing innovative solutions to improve humanity and quality of work life strategies at the laboratory.	We work with and support the Diversity Office in achieving its' goals by exploring and implementing humanity and quality of work life strategies throughout the Laboratory.

LANL Core Values	DVO Associated Core Values
Service to the Nation	Incorporate the element of diversity. It enhances organizational decision-making, effectiveness, responsiveness and productivity. Our Science of Diversity section gives you a peek at the research supporting this. It just makes good business sense.
Integrity and Openness	Establish relationships where individuals can express their opinions openly and freely. Work together to achieve common goals.
Passion for Excellence and Innovation	Continually strive to improve and excel in fostering initiatives throughout the Laboratory. Implement innovative and creative processes that influence positive change.
Personal Accountability	Take personal responsibility for affecting and implementing change.
Respect for Others	Be sensitive and embrace other's beliefs, cultures, and opinions. Treat people with the utmost respect.
Teamwork	Work together to create dynamic, inclusive, high-performance teams.

Fund request form see next page.

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Spending Request Form

Requestor: _____ Date: _____

Event: _____ Event Date: _____

Guest Speaker (if applicable): _____

Operational Item Description	Estimated Cost
Total Operational Cost	

Morale Item Description	Estimated Cost
Total Morale Cost	

Total Amount Requested _____

DAAB/DWG Goal that links to this event:

DAAB/DWG Treasurer Approval: _____ Date: _____

DAAB/DWG Chairman Approval: _____ Date: _____

DVO Approval Signature: _____ Date: _____

Requestor Instructions: Please complete the above form and send the original to

_____ treasurer, Mail stop _____

(DAAB/DWG)

DVO Instructions: Please return the signed copy to _____, _____ Treasurer at

Mail stop-_____, one month prior to the event.

(DAAB/DWG)

DVO Internal Use Only

Cost Account Number: _____

Cost center Program code Cost account Work Pkg